

***TOWN OF NEWFIELDS BOARD OF SELECTMEN  
MEETING MINUTES  
TUESDAY, APRIL 10, 2007***

The meeting was called to order at 6:40pm. Selectmen present were: Michael Woodworth and James McIlroy. Wes Moore joined the meeting in progress. Others present were: Police Chief Reed, Ray Buxton, Pam Abbott, Ed and Carolyn Scanlon, Cathy Nelson Smith, Joe Bernstein, and Win Fream.

Chief Reed advised the Selectmen that last week's storm caused a town-wide power outage. He had contacted Verizon to get the telephones up and running and Verizon was not overly helpful. He then contacted the State authorities who will meet with Verizon to come up with a better system for the future.

The "Helping Hands" program worked fine during the storm. The police went to approximately twenty homes to advise residents of the storm situation.

The Police Department computer system crashed and the Chief said the computer technician would not come in to repair the system because he was on vacation for two weeks. The Police Department found a new technician who got the system back up and running with a small amount of data lost.

Primex notified the Town that they will not pay the Workers' Compensation claim made by Officer McAulay. They have not received the necessary first report of injury and invoice from Concord Hospital. The claim will be paid as soon as they receive the necessary paperwork. Officer McAulay has been asked to get in touch with Concord Hospital and have the paperwork sent to Primex. Chief Reed stopped in at Primex and spoke with a claims representative about this.

The window sill to the Police Department is rotted and needs to be repaired, the carpeting is "nasty" and needs to be cleaned or replaced, and the bottom of the door is broken. The Chief would like the necessary repairs made.

The Chief will finish working on his changes to the Personnel Policy next week and will e-mail them to the Selectmen. Some of the information on this was lost when the computer system crashed.

The members of the Water and Sewer Department met with the Selectmen to bring them up to date on the water situation in Newfields. There is a major water problem at this time as the well on Hemlock Court is failing. The Water and Sewer Commissioners have met with the New Hampshire Department of Environmental Services and made them

aware of the problem. The Water Department can drill another well due to the emergency, but are not allowed to take more water from the new well than the amount they were taking from the current well. Also, the water tank cannot be drained for repairs and maintenance until there is another source of water. Currently the tank needs to be cleaned and painted inside and out.

The Trustees of the Trust Funds are and should be managing the Trust Funds for the Water and Sewer Department. The Water and Sewer Department will be asking for some of the Trust Funds in order to put a new well on line.

Pam Abbott, representing the Trustees of the Trust Funds, spoke with Don Borrer of the New Hampshire Department of Revenue Administration about the history of the Water and Sewer Department and her concerns. Pam said that Don told her the funds must be used as designated by the fund and also that the Water and Sewer Commissioners must be set up as Agents for the funds. She said he made the point multiple times that the Commissioners must be designated as Agents in order to spend the funds.

Pam asked for a procedure put into place where a request for Trust Funds is made in writing. She also asked that at the next meeting, the Water and Sewer Commissioners be designated as Agents for the Expendable Trust Funds for the department.

Six to eight months ago the Water and Sewer Department asked for town land located on Heath Drive and Scanlon Way to be used for a water tower. The residents in that area are very upset and don't want the water tower in their backyard. The Water and Sewer Department are rescinding their request for that land at this time. The Water and Sewer Department does not choose the location of water towers, the engineering company determines the placement of any new water tower.

The Scanlons asked that the piece of property in question be put back onto the tax rolls to prevent the water tower from being built. They would like the property to be sold, possibly to the two abutters. Ray said that this would need to go to a Town Meeting for voter approval.

The Water and Sewer Department are holding their annual meeting on April 23<sup>rd</sup> and voting on a Warrant Article to borrow funds from the State Revolving Loan Fund to finish the well #7 project. The cost for each house will be approximately \$200.00 per year until the project is paid in full.

Win Fream met with the Selectmen as a representative of the Budget Advisory Committee. The new form for the departments to complete for the budget process is not ready tonight, but will be available next week. He asked that the Budget Advisory Committee be put on the Agenda for next week at the same time. Nancy will do so and send reminders to the Committee members.

Win reiterated that the various departments need to be made aware of the new process for their budgets. He also made clear that the Budget Advisory Committee can give input on each department's budget, but the final decision on the budget is made by the Board of Selectmen. The Selectmen stated that they will give clear and concise directions to the Budget Advisory Committee for the next budget process.

There are currently vacancies on the Budget Advisory Committee and any resident willing to serve on the Committee is asked to contact the Town Office.

Win also asked about the Dispatch Advisory Committee and when they would be meeting. The Selectmen advised that the Committee Members have been chosen and the Selectmen are working on the information they will be looking for from the Committee Members. A meeting will be scheduled with the Selectmen and the Dispatch Advisory Committee soon. The Committee will report their findings and recommendations to the Selectmen, but the Selectmen will make the final decision on which dispatch service to utilize.

Win then asked if the Boy Scouts could use the old Post Office Building for their meetings. Wes explained that there is no water or heat in the building at this time and it must be cost effective to turn both back on.

Wes then gave an update on the old Post Office Building. The shutters are coming off (to match the library building across the street), he has a volunteer to sand and paint the windows inside the building and to clean up the driveway, he will get other volunteers to cut up and remove the downed tree and clear the debris from the garage area. He is obtaining estimates to repair the driveway and to remove the fences. The railing will be fixed and reinstalled by Jack Shaw. Wes will work on the outside of the building – scraping paint and re-painting.

Win feels that this would be a good community service project for the Boy Scouts. They are able to haul trash, sweep, pick up brush, etc. They would not be allowed to use a chain saw. He will get back to the Selectmen with the Boy Scouts decision.

James made a motion to appoint Janet McBride Smith as a Planning Board Member. Wes seconded the motion and the motion passed with all in favor.

After reviewing bids, James made a motion to continue with Scott Moulton as the landscaper for the Town. Scott has not increased his price and has been doing this job for the Town for several years. Wes seconded the motion and the motion passed with all in favor.

The Selectmen asked Nancy to have the Building Inspector, Larry Shaw, look at the window sills that need repairs and to make a recommendation, and to obtain the name of

a brick layer to brick the lower portion of the new handicapped ramp. They also asked her to tell the builder not to cement the lower area of the handicapped ramp. They decided that the carpet can be cleaned in the Police Department rather than replacing it.

Wes took the curtains from the stage in the Town Hall to be cleaned and was informed it could not be done. The condition is too poor to handle a cleaning. Wes has received a price from the Exeter Handkerchief Company to make a new curtain, but is waiting on the price for the valance. A resident (who wishes to remain anonymous) has offered a donation towards the purchase of a new curtain and valance. The Town is looking for donations from other residents to purchase the replacements.

Wes is obtaining prices to replace the slate roof on the front of the Town Hall with a new slate roof.

It was decided to delete item c. Water District Trust Funds from the Open item list. Item g. on the list will be changed to the Formation of the Dispatch Study Committee and Item h. Insurance co-pay will be deleted from the Open items.

Wes made a motion to charge a ten percent co-pay on health and dental coverage effective January 1<sup>st</sup>, 2008. The ten percent co-pay would be on all employees – single, couple, and family. Michael seconded the motion and the motion passed with all in favor.

Nancy was asked to contact Primex to find out what needs to be done so that the co-pay could be taken out of the employees' pay before taxes.

Checks were signed.

An Abatement application was denied by the Assessor and signed by the Selectmen.

Correspondence from the Lane Law Offices was reviewed.

The roof area above the new handicapped ramp was discussed and it was decided to add snow rakes to the roof to avoid injuries from falling snow.

There is an ADS User Group Meeting and Nancy was asked if she was interested in attending. She said no, she would rather wait for the next meeting. ADS is the software company for the town office and runs two meetings per year.

The thank you letter from the American Red Cross for the Town's donation was read.

The proposed letter to the Dispatch Advisory Committee was reviewed. Several changes will be made and James will present an updated version for the other Selectmen to review.

Wes made a motion to adjourn the meeting at 8:55pm. James seconded the motion and the motion passed with all in favor.

Respectfully submitted,

Nancy J. Spencer